

Didja Know?



There has been some concern about possible abuse of the “12 hour” rule regarding one day travel.



“What does that mean?” you ask.



**It means that it is the responsibility of
the traveler to verify that the TDY was
legitimately over 12 hours in
length.....**

AND.....

**It is the responsibility of everyone in the
Routing List from the
Supervisor to Approving Official
to confirm that the TDY was indeed
12 hours or longer.**

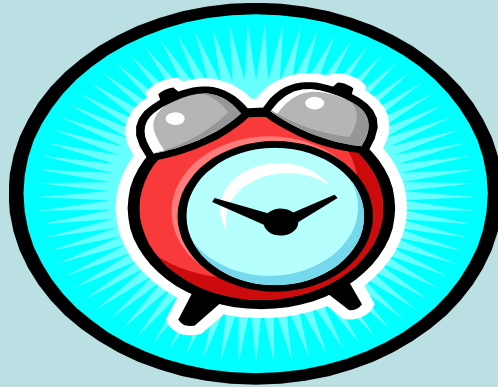




**But WHEN and WHERE does the official
Time begin?**



If you are leaving your residence at your usual time and are going to your Permanent Duty Station (PDS) first, the time begins when you depart from your PDS to get to your TDY location.



If you are leaving your Residence at an earlier time than normal in order to arrive at your TDY location on time, the time begins when you leave your residence.



I am a Technician. Since my duty day is NEVER 12 hours, shouldn't I be preparing a Comp Time Request form for my Supervisor's approval before I enter my request in DTS?

NGB 46-14.



In a word: YES!

Per TPP 610, Compensatory Time and Compensatory Travel Time require Supervisor approval in advance.



**You can get an NGB Form 46-14 from the HRO
website/Document Library.**

<https://www.ks.ng.mil/jfhq/hro/docs/default.aspx>



Defense Travel System

A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you select your home or duty station (and your TDY Locations for per diem, car, rail) and lodging after these initial steps are complete.


Please Note: A Re

So, as you are creating your new Authorization, you fill out the usual stuff.

Departing from Residence.....

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: TOPEKA * KS

*Departing On: 09/10/2009 
(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: SITE VISIT

Trip Description:

Tech Tvl x555 Arms inspection at Manhattan Armory

Starting Locations in Profile:

RESIDENCE
DUTY STATION

B I will be traveling to my TDY location by - (Select from the list below)

Commercial

Air



Rail



Rental Car



Other



Time:

06:30 AM

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)



You are leaving on the 10th and returning on the 10th.

B I will be traveling to my TDY location by - (Select from the list below)

Commercial

Rail

Rental Car

Air

☐☐☐

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: MANHATTAN,KS

*Arriving On: 09/10/2009

(mm/dd/yyyy)



*Departing On: 09/10/2009

(mm/dd/yyyy)



Location Tools:

Search by:

Location

State/Country - Location

Zip Code

County Lookup



D At this location I will need - (Select all that apply from the list below)

Rental Car

☐

Lodging

☐

E Will you be traveling to another TDY Location?

Yes

No



Where do I indicate in DTS the duration of my TDY? I know I have seen that somewhere.....

(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: SITE VISIT

Trip Description:

Tech Tvl x555 Arms inspection at Manhatt

Select the duration of the trip.**B** My TDY location is - (Where I will be working):[Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete
Insert 1 MANHATTAN,KS	09/10/09	09/10/09	Edit	Delete

C I am returning to: (Select from list or enter below):

*Ending Point: RES: TOPEKA * KS Search

*Arriving On: 09/10/2009

(mm/dd/yyyy)

*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

Return Locations in Profile:

RESIDENCE
DUTY STATION**Select Trip Duration HERE****D** I will be returning from my TDY by - (Select from the list below)

Commercial

Air

Rail

Rental Car

Other

Time:

Select

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

Audit?

Fraud?

**So, Supervisors, Reviewers and
Approving officials, if there is a doubt,
*Don't just pass the buck.***

Double check.

**Everyone of us that signs the document
is putting their reputation on the line.**



**If a Tech, is there
an approved NGB
Form 46-14?**

**We all must be Watchdogs and
protect our Agency's funds!**

